

[Position No.] -- USSC**13. Basic Function of Position:**

Serves as translator/interpreter in both written and spoken word for the United States Security Coordinator Team (USSC).

14. Major Duties and Responsibilities**% of time****A. Translator/Interpreter:**

80

Provide these services for USSC both at the Consulate General location as well as at various other locations in Israel, Jerusalem, the West Bank, and Jordan.

B. Advisor:

10

Advise USSC team members on cultural and political activities

C. Other tasks as designated

10

As identified by the USSC Operations Officer.

15. Qualifications Required for Effective Performance**A. Education:**

Bachelor's or equivalent degree in Arts, Science, Communications, Politics, or language.

B. Prior Work Experience:

Minimum of two to three years as a professional Translator and/or interpreter, with prior experience in conducting simultaneous translation.

C. Post Entry Training:

None anticipated except to becoming acquainted with the INL Section organization structure and with the various projects that we anticipate will be activated here.

D. Language Proficiency (list both English and host country languages proficiency requirements by level (II, III, IV) and specialization (speak/read) :

The incumbent is expected to possess top notch credentials as an Interpreter/translator in two principal languages: English and Arabic Level IV.

E. Job Knowledge:

In addition to the required language knowledge, the jobholder must be familiar with correspondence formats, specialized terminology used in the conduct of foreign affairs, military, and political phrases in order to provide accurate translations. A knowledge of general US Policies on the Middle East, as well as regional foreign affairs policies, parties, key officials, local and national customs, and regional history is also essential in order to comprehend, research and translate concepts for high level officials.

F. Skills and Abilities:

Experience in the use of the PC using Microsoft Office Suite is required. The Ability to deal effectively with all staff levels of USG and PA concerning USSC matters. Ability to deal effectively with highly technical and sophisticated terminology in which fine nuances of meaning may assume major importance; or capable of simultaneous translation

16. Position Elements

A. **Supervision Received:**

Receives day-to-day supervision by the political advisor who is primarily responsible for coordinating the incumbent's daily schedule. Also receives supervision from the Operations officer and from other section principals.

B. **Supervision Exercised:**

N/A

C. **Available Guidelines:**

The incumbent will have available internal regulations regarding how an employee of the USG should conduct oneself, ethically and otherwise.

D. **Exercise of Judgment:**

Good judgment must be exercised during the normal course of events keeping in mind the sensitivities of the various groups with which we work.

E. **Authority to Make Commitments:**

N/A

F. **Nature, Level and Purpose of Contacts:**

Continuous meetings with high level officials in the United States and Palestinian Government to include the United States Security Coordinator, and Palestinian Authority Military officials in the rank of Brigadier General and higher.

G. **Time Expected to Reach Full Performance Level:**

Full performance level expected to be reached within 3 months.